

STOP / VOCA Grant Instructions

PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE

Enclosed are materials necessary for administration of your grant from the Indiana Criminal Justice Institute. Please review all instructions and enclosures carefully. Contact the Indiana Criminal Justice Institute with any questions you may have.

- ☐ **GRANT AWARD LETTER:** The Grant Award Letter must be signed by BOTH the Authorized Official and Financial Officer. Do NOT change or alter the Grant Award Letter. If you believe a correction is needed, contact the Indiana Criminal Justice Institute. This document is due back to the agency by **August 31, 2006**. ***The award will be de-obligated if not received by this date.***
- ☐ **CERTIFIED ASSURANCES & SPECIAL PROVISIONS:** Both General and Special Conditions associated with this specific grant are outlined in the Grant Award Letter. Please review all conditions carefully. Grant recipients must meet all Special Conditions prior to release of any grant funds.
- ☐ **SUBGRANT AWARD REPORT:** Please complete and return the Subgrant Award Report to ICJI. This completed report MUST be on file in our office by August 31, 2006.
- ☐ **REVISED PROJECT BUDGET:** The Project Budget form must be completed to reflect the amount awarded. If the federal award amount and the local match is the same as the amount requested on the application, then the project budget submitted with your application should be correct.
- ☐ **MEMORANDUM OF UNDERSTANDING:** The MOU must be completed and signed and mailed into our office by August 31, 2006.

NOTE: THE ABOVE FIVE CATEGORIES MUST BE COMPLETED AND ON FILE AT ICJI BY AUGUST 31, 2006 OR NO GRANT FUNDS WILL BE RELEASED.

- ☐ **CLAIM VOUCHER (White):** You will need to make copies of this document for future use. A completed claim voucher including the signature of the Fiscal Officer must be submitted requesting release of funds for ICJI to the Legal Applicant Financial Officer. **This year the claim voucher must be submitted with receipts and documentation of salaries totaling the amount of the claim voucher.** Do NOT change or alter Claim Vouchers. If you believe a correction is needed, please contact ICJI.

THE FOLLOWING DOCUMENTS CAN BE DOWNLOADED FROM THE ICJI WEBSITE: <http://www.in.gov/cji/grants/victim.html>

If you do NOT have access to the internet, please contact ICJI to have them mailed.

- ☐ **VOCA SEMI-ANNUAL PERFORMANCE REPORTS (White):** Performance reports are due on the 20th of the month following the end of the first six month period or the last six months of the grant. Performance Reports must be submitted using the form provided on the website.
- ☐ **STOP ANNUAL PERFORMANCE REPORT:** Performance Report is due in March for the prior calendar year. Performance reports must be submitted using the form provided on the website.
- ☐ **QUARTERLY FINANCIAL REPORTS (Blue):** Quarterly Financial Reports must be signed by both the Project Director and Fiscal Officer and are due on the 20th of the month following the end of the quarter. Financial Reports should reflect **actual expenditures** and the approved **Total Project Budget**.
- ☐ **FINAL FINANCIAL REPORT (Green):** Both the Project Director and Fiscal Officer must sign Financial Reports. Final Financial Reports cannot include un-obligated expenses. **NOTE: If the project does not have any un-obligated funds by June 30th, you may submit a FINAL FINANCIAL REPORT in lieu of a fourth quarter financial report.**

Quarter	Quarter End Date	Date Due
First Quarter	September 30 th	October 20 th
Second Quarter	December 31 st	January 20 th
Third Quarter	March 31 st	April 20 th
Fourth Quarter	June 30 th	July 20 th
FINAL REPORTS	N/A	September 30th

REFUNDS: Any Grant Funds remaining at the time the Final Financial Report is submitted or at the end of the 90 day period following the end of the grant **must be refunded to the Institute.** Refund checks should be made payable to the Indiana Criminal Justice Institute with your Grant Number noted as well.

- ☐ **GRANT AMENDMENT REQUEST (Pink):** A Grant Amendment must be completed for any change in Budget (including transfer of funds from one category to another), Program, Total Award, or Project Ending Date. If you are contemplating a change in the grant, please contact ICJI for specific information regarding the changes you are seeking. Most changes may be approved administratively by ICJI; however, the Board of Trustees must approve certain budgetary changes. The deadline for any Grant Amendments is **60 days prior to grant closure.**
- ☐ **CONTACT:** All Grant Materials listed above should be submitted to:

**Assistant Victim Services Division Director
Indiana Criminal Justice Institute
One North Capitol Avenue, Suite 1000
Indianapolis, IN 46204
(317) 232-1233 Phone – (317) 233-3912 Fax**